TIMECARD EDITOR for MANAGERS

➢ From the Home Page, go to Employee Maintenance Tools > Time Card Editor
➢ From the Time Card Editor – Employee Search screen, click the Search icon to display a list of your employees
➢ From the search results, click the ‘Go to Time Card Editor’ icon
➢ The Time Card Editor screen will appear.

In the notations column, a red circle indicates a missed punch. TimeSaver will insert an In/Out punch for the missed punch at the exact time of the true punch.
➢ To edit punch, click the ‘pencil’ icon. On the Time Card Editor Update window, make the appropriate correction. In our example, the employee was missing a clock out entry for 7/17.
➢ Click the Save icon
Once the correction is made, the notations column is now clear and the out punch is updated.

To insert a new punch or pay code, click the ‘Insert’ icon.  
From the Type drop-down box, select the type of entry.  Based on the selection fill in the appropriate fields.

To transfer employee time to another dept, use the Dept-Job drop down box to select the appropriate department.

It is best practice to edit punches whenever possible.  However, there will be times that an entry needs to be deleted.  To delete an entry, click the ‘Trash Can’ Icon.

From the Time Card Editor Delete screen, select the appropriate transaction to delete and click the ‘Delete’ icon.  The transaction will no longer appear on the timecard.
- The Audit icon will allow you to view punches and pay codes on the timecard.
- At times after numerous attempts at correcting a timecard are made, it is best to rollback the entries to start over. By clicking the circular arrow in the action column, entries above that selection will be rollbacked.